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ABSTRACT

This guide is designed to help junior high school students get to know themselves better and relate what they find out about themselves to job information in the Florida VIEW (Vital Information for Education and Work) System. The book is intended to help students select a number of occupations that might meet their needs and interests. Section 1 offers 10 choices in the career exploration process, including quitting school, relaxing after graduation, getting married, finding work immediately, joining the military, entering various educational programs, and reentering the job market. Students are given the opportunity to explore as many as they choose. Section 2 contains an eight-step self-awareness process: personal interests, aptitudes, physical abilities, things to think about, earnings, preparation, education, and training. Section 3 is designed to help the student choose a few occupations to research and compare with the information on the self-awareness worksheet completed in Section 2. In Section 4, students complete career awareness worksheets to match their expectations and wants with career selections. Section 5 provides students with the opportunity to summarize what they have discovered and use that information to plan courses to select in school and to continue their career search. (YLB)

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Florida VIEW

CAREERBOOK

A GUIDE TO CAREER DECISIONS

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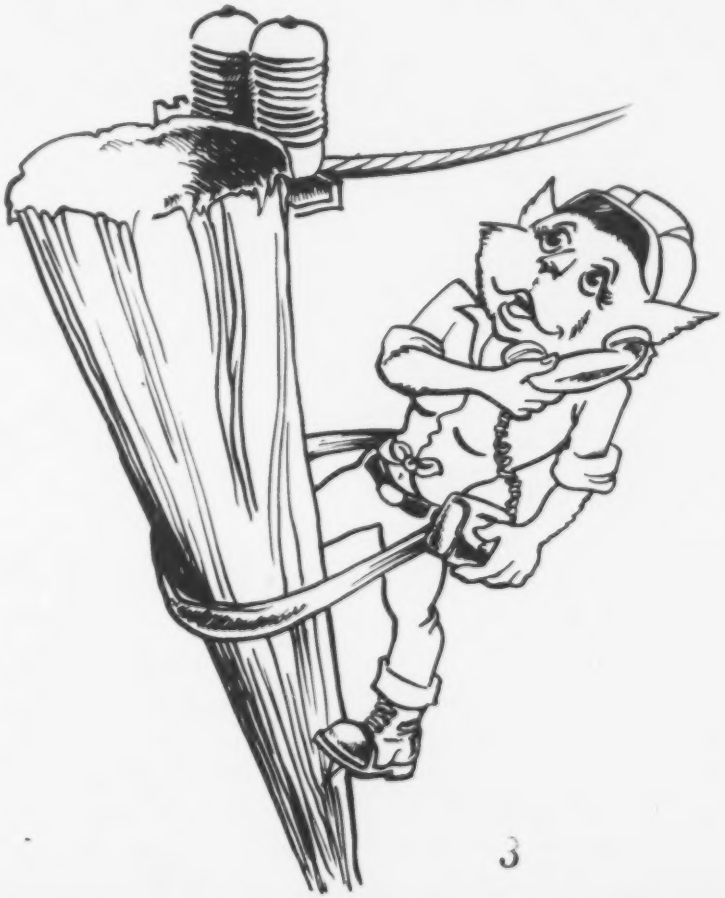
THE SKY IS THE LIMIT

The person who gave you this CAREERBOOK and the Florida VIEW materials is interested in YOU and YOUR future. This person is specially trained to give you a variety of information about your career decisions and also has special training in the Florida VIEW system and its materials. If at any time you have any questions about the CAREERBOOK, you should go to this person immediately for assistance.

Florida VIEW is Vital Information for Education and Work. This complete system contains the following:

- Florida VIEW Career and Training Microfiche
- Florida VIEW Financial Aid Microfiche
- Florida VIEW Interest Survey
- Careerbook
- Florida Postsecondary Directory
- Florida VIEW Black & White (Careers)
- Florida VIEW Black & White (Financial Aid)
- Florida VIEW Black & White (Military File)

See your guidance counselor or occupational specialist for more information on the complete VIEW system. The CAREERBOOK can also be used easily with the PreVIEW system for middle school students.



INTRODUCTION

Choosing a career may be a long and difficult process. Before you can make a realistic job choice, you need to consider your own needs, interests, and wants. This CAREERBOOK is designed to help you get to know yourself better. It will also help you to relate what you find out about yourself to job information that can be found in the Florida VIEW System. Based upon information you gather about yourself, CAREERBOOK will help you select a number of occupations that might meet your needs and interests.

You should continue this exploration even after completing this book. Choosing and working in a job will be an important step in your life. You will want to explore as many jobs as possible to assure that the job you choose is the best one for you.

Getting Started

What are you going to do with your life? Who are you? What do you know about yourself? What do you know about jobs, any job? Which job is best for you?

If you are interested in the answers to these questions, keep reading. This is what the CAREERBOOK is all about, and this is where you begin.

SECTION ONE: How to Explore
Look At Some Possible Directions For Your Life.....4

SECTION TWO: Self-Awareness
Learn Some New Things About Yourself.....10

SECTION THREE: Career Exploration
Explore More Than 600 Different Careers.....21

SECTION FOUR: Career Awareness and Matching
Select And Research A Few Occupations
Then Match Them To Your Expectations.....22

SECTION FIVE: Your Next Steps
Planning Activities To Get You Started.....24

You will begin your career exploration process by making those decisions that you feel are most important to you right now.

After completing SECTION 1, you will probably:

- See the need for further exploration;
- Understand what can happen as a result of your decisions;
- Want to continue your exploration with the CAREERBOOK.

Below is a list of 10 possible choices about your future. One of these will probably be a choice you will make soon. As your life changes or as you grow older, these decisions (and others you make) may change as well. As a matter of fact, when people learn more about themselves, it is often necessary to change. For now, the choices below could be described as your first steps in the career planning and decision making process. Choose from the list provided and then go on to the appropriate page. Keep in mind that any choice you make could have important consequences for your life.

If you had to make a decision today, which of the following would best describe your plans?

1. QUIT SCHOOL..... (SEE BELOW)
2. RELAX AFTER GRADUATION..... TURN TO PAGE 5
3. GET MARRIED..... TURN TO PAGE 5
4. FIND WORK IMMEDIATELY AFTER HIGH SCHOOL..... TURN TO PAGE 6
5. JOIN THE MILITARY..... TURN TO PAGE 6
6. ENTER AN APPRENTICESHIP PROGRAM..... TURN TO PAGE 7
7. ENTER A BUSINESS OR VO-TECH SCHOOL..... TURN TO PAGE 7
8. ENTER A COMMUNITY COLLEGE CAREER PROGRAM.... TURN TO PAGE 8
9. ENTER A COLLEGE OR UNIVERSITY PROGRAM..... TURN TO PAGE 8
10. I PLAN TO RE-ENTER THE JOB MARKET..... TURN TO PAGE 9

You may feel that more than one of the choices above fits you. If you do, feel free to explore as many choices as you would like.

I Plan To
QUIT SCHOOL

Many individuals drop out of school before they graduate. Before you do this, consider the following important questions.

- *What are you going to do with your time?*
  Most high school dropouts never earn as much money or find the "good" jobs that are enjoyed by those who complete their schooling.
- *Do you have any skills that you can offer to an employer?*
  Most employers (even the military) are requiring that their workers be at least high school graduates.
- *Are you aware that more and more high school dropouts return to school to complete their high school education (usually at their own expense!) after realizing the need for a high school diploma?*

By making the decision to drop out of school, you may be limiting yourself tremendously. At the very least, deciding to quit school now will surely affect your future. Even if you are positive that this choice is the best one for you to make, take the time to complete all the sections in this CAREERBOOK and to look at a few occupations in the Florida VIEW System. The jobs that you feel would be "right" for you may require at least a high school diploma.

If you still plan to quit school now, skip to page 10 of this CAREERBOOK. If you want to explore some other choices before going on to SECTION 2, select another from those listed above. If you feel you have some problem which makes staying in school impossible, go right now and see your guidance counselor or occupational/placement specialist.

I Plan To

RELAX AFTER GRADUATION

Thinking decisions through before making them can often be a good plan. Some of the time you are taking to "relax", however, could include some exploration, planning, and preparation for decisions that you make later on. In other words, you may still want to consider some of the CAREERBOOK choices that fit you as an individual. This may also help you to begin preparing for those decisions that you will have to make in the near future.

This CAREERBOOK can help you to find out some things about yourself and about occupations and jobs. This information will assist you greatly in making decisions in the future. Take the time to complete the materials in the CAREERBOOK and to consider the information you gather. This will help you to take an active role in your own future.

If you still plan to relax right after graduation, that's okay. You can still use this time to prepare for when your relaxation is complete by going to page 10 in this CAREERBOOK. If you want to explore other choices before going on to SECTION 2, turn back to page 4 and make your next selection. If you seem confused about your choice, don't forget that your guidance counselor or occupational/placement specialist is available. They can help you think it through.

I Plan To

GET MARRIED

To get married or not to get married is a very important decision to make. You will need to consider the responsibilities that go along with being married. For example, many young couples today are faced with the fact that both the husband and wife need or want to work to support the household. There is furniture to be bought, sometimes a car to buy and maintain, bills to pay in addition to expenses like rent and food. If either or both of you decide to work, you will need to have some idea of the kinds of opportunities available to you. Marriage itself can sometimes limit occupational choices and job opportunities.

Right now, you want only to get married and are not even considering preparing for a future occupation. This also is an important decision. However, you should realize that there will probably be periods in your life when you may need or want to work. Entering the world of work at another time will be alot easier if you have some job skills. If you continue exploring this CAREERBOOK, you may learn about a kind of work that would be right for you.

If marriage is definitely in your immediate future, you can still take time to think about work after you are married by going to page 10 of this CAREERBOOK. If you want to explore other choices before going on to SECTION 2, turn back to page 4 and make your selection. You may also want to discuss the responsibilities of marriage with a qualified person. Don't forget your guidance counselor or your occupational/placement specialist. They are concerned about your future.

I Plan To

FIND WORK IMMEDIATELY AFTER HIGH SCHOOL

That's great! Or is it? Finding work can be difficult and frustrating unless you have made some careful plans and thoughtful decisions before you graduate. The job market is not like a supermarket. You don't just go in and pick a job off the shelf. You will need to know:

- What job opportunities are open to you with a high school diploma?
- What job skill or training you have that you can offer an employer?
- What kinds of occupations are you best suited for?
- What kinds of occupations will require at least a high school diploma? (Over half of the occupations listed in VIEW require additional training or schooling beyond the high school level.)

Completing this CAREERBOOK will help you explore some of the occupations which require only a high school diploma and for which you will or could be qualified. You might also consider exploring occupations that require some minimum training beyond high school. You might want to consider some of these occupations in order to eventually find a career which meets your specific needs. Most counselors and occupational/placement specialists are well-informed about the job market. If you are really sincere about finding work immediately after high school, you may want to discuss this with one of them as soon as possible. They will be able to assist you in your job search.

If you plan to work after graduation, turn now to page 10. You may want to explore other choices before going on to SECTION 2. If you do, turn back to page 4 and make another selection.

I Plan To

JOIN THE MILITARY

There are many opportunities in the military for occupational training as well as for lifetime careers. You might want to consider that:

- The military has become more selective in their recruiting. This is because young people are having an increased interest in the military as an occupation or career and also because our country is not at war.
- Many of the jobs in the service require you to have some basic skills before you enter that job. Most military jobs require that you have at least a high school diploma, and some jobs require that you have a college degree.
- Many of the jobs that are available in the military require you to pass an aptitude test.

When you go on to SECTION 2 of this CAREERBOOK, you will have a better idea of which military training program or job to seek if you should decide to join the military service. If you are sincere about the military, you may also choose to talk to your counselor or occupational/placement specialist. They have regular contact with military recruiters and know about any special tests that the military requires.

If you are ready to continue, turn to page 10. If you want to explore other choices before going to SECTION 2, turn back to page 4 and make another selection.

I Plan To

ENTER AN APPRENTICESHIP PROGRAM

Apprenticeship programs offer excellent opportunities for training to become a skilled craftsperson, but there are some things you really ought to consider. For example:

- Most registered apprenticeship programs require you to take a test and go through a committee interview before entering.
- In order to be selected into a registered apprenticeship program, you must have a high school diploma or its equivalent. There are other specific and/or basic skills which can be obtained by taking certain courses or programs in high school.
- To become a registered apprentice, you must contact the area representative of the Florida Bureau of Apprenticeships and they will refer you to the registered apprenticeship programs for your interview. There are many apprenticeable occupations* in Florida.

There are other things you should consider in your decision to enter an apprenticeship program. As much as possible, the program should fit your needs and goals as a person. Completing this CAREERBOOK will help you better understand yourself and job information as it fits into an apprenticeship program.

If you are ready to go on, turn to page 10. If you want to explore other choices before going on to SECTION 2, turn back to page 4 and make another selection.

*Florida VIEW has detailed information about these programs.

I Plan To

ENTER A BUSINESS OR VOCATIONAL-TECHNICAL SCHOOL

There are many business and vocational-technical schools in your area that offer excellent programs for training in the business-related and technical occupations. In deciding to continue your education in one of these schools, you should consider these questions:

- *Do I know which occupations require a business or technical school education?*
- *Will I be able to meet the entrance requirements at the school of my choice?*
- *How long will it take to complete the program?*
- *How much will it cost to complete the program?*
- *Does the school of my choice offer work/study programs that would better prepare me for the job that interests me?*

The number of questions that could be asked is endless. This CAREERBOOK will help you answer some of these questions and can provide you with useful information that will be helpful in:

a. relating business-technical programs to occupations that interest you
b. deciding upon the right kind of business or technical school for you
c. determining the costs and time needed to complete the training
d. helping you decide upon the appropriate course of study that will suit your individual needs

Many business or vocational-technical schools are private schools which are operated for profit. Usually your counselor or occupational/placement specialist is familiar with the reputation of private schools. Before you or your parents sign a contract with a private school, you should make every effort to determine the reputation of the school you are considering.

If you have decided to enter a business or vocational-technical school, turn to page 10 of this CAREERBOOK. If you want to explore other choices before going on to SECTION 2, turn back to page 4 and make your next selection.

I Plan To

ENTER A COMMUNITY/JUNIOR COLLEGE PROGRAM

So, you're going to college. Everyone should go - or should they? Before you go, you may want to think about what you plan to do after college. Your career goals may not require a college education.

You will need to consider:

- Which occupations require a community/junior college education for entry
- Which occupations require a four-year college degree, or more
- Which occupations require skills or training that cannot be obtained in a college program

Going to college, even a community/junior college, costs a lot of money. Some schools are more expensive than others. You need to find out where you can get the best training on a budget you can afford. You will also want to make sure you can obtain the money you need to complete the program you choose. Many community/junior colleges offer financial aid programs in the occupational area you have chosen.

Many community/junior colleges have minimum entrance requirements. You will need to plan ahead to meet the entry requirements of the school of your choice.

This CAREERBOOK can help you find the information you need to back up your decision to enter a community/junior college. Whenever possible, consult your guidance counselor or occupational specialist about college plans.

Turn now to page 10 and continue through the CAREERBOOK to make sure that community/junior college plans are really for you. If you want to explore other choices before going to SECTION 2, turn back to page 4 and make another selection.

I Plan To

ENTER A COLLEGE OR UNIVERSITY PROGRAM

There are many good reasons for choosing a four-year college program. Some of these reasons may not have much to do with your choice of an occupation or your career goal. For whatever reason, this is an important decision to make.

- Going to a four-year college or university is usually a family decision.
- The expense involved in going to college is considerable.
- You may want to consider scholarships and financial aid.
- If you will need to borrow money, it is important that you know where this information is available.
- You may want to consider starting out in a community/junior college and transferring to a university or four-year college.
- You should know that by the 1990's only about 20% of jobs available will require a four-year degree or better.

This CAREERBOOK will not help you make decisions about other reasons to go to a college or university, but it will help you determine if a four-year college or better is a must for your career goal or the occupation you prefer.

Before you go any further, if you have not read (or looked at) the above section dealing with community/junior colleges, you should do so now before you proceed to page 10. If you have any doubts left about a four-year college or university, you might consider some other choice. No matter how you feel, you should not make a definite decision to go to a four-year college or university without discussing this with your guidance counselor or occupational specialist. Your parents or family should also be involved. Being admitted to a four-year college or university can be difficult, if not impossible, without planning and help.

To become familiar with the occupations and careers that require at least a four-year college degree and to help you see yourself in these occupations and professions, you should take the next step and turn to page 10. Your next task will be to complete SECTION 2, "Self-Awareness".

I Plan To

RE-ENTER THE JOB MARKET

Maybe you are an adult male or female who has not worked in a few years and would like to get into the mainstream of employment again.

You need to consider these questions: *What skills do I have right now which can be transferred to a job? Which schools offer training that I can refresh skills I have already? Are there some schools that offer tests which will give me credit for knowledge I already have?*

Going back to school or work after being away from it for some time may be a confusing as well as frustrating experience. Changes in technology and business methods may be unfamiliar to you. By continuing to explore with this CAREERBOOK you may discover many occupations that you are already qualified for. You may also discover many careers that you are interested in that you can get training for within a year or two.

To find out more about these careers and educational programs you should continue to explore yourself by continuing with this CAREERBOOK. Please turn to SECTION 2, "Self-Awareness" on page 10.

SECTION 2: SELF AWARENESS

DIRECTIONS FOR STARTING

Before you begin SECTION 2, "SELF-AWARENESS", turn to the last page of your CAREERBOOK. This page is the SELF-AWARENESS WORKSHEET. Carefully tear it out so it will be easy to work with.

You will fill in the blanks on this after you complete each step in SECTION 2. For now, all you have to do is write your name and grade in the upper right hand corner of the worksheet.

You are now ready to begin SECTION 2.

This SECTION contains 8 steps.

Step 1	*Personal interests* asks you to decide if you have any interest in performing different work activities.
Step 2	*Aptitudes* asks you to decide if you know how to do or can learn to do certain work activities.
Step 3	*Physical Abilities* asks you to determine the physical traits that you have.
Step 4	*Things to Think About* lets you decide those work activities that you would consider as advantages or disadvantages.
Step 5	*Earnings* helps you decide the kind of salary and hours that would be best for you.
Step 6	*Preparation* lets you decide the courses in school that you both like and do well in.
Step 7	*Education* lets you look at the amount of time needed to complete an educational and/or training program and decide which level is best for you.
Step 8	*Training* lets you select and get information on several schools you would consider going to.

You will probably want to find a career which can be matched up with the things you like to do as well as with the things you are able to do. Recognizing your own interests can help you to understand yourself better. The more interests you have, the more likely you are to find a wide variety of jobs that may fit you.

In this step you will be looking at things which you prefer doing. This will give you a general idea of the kind of things that might interest you.

This step may not give you a totally accurate picture of your interests, but it should give you a base for expanding your exploration. Later in this CAREERBOOK, you can relate these interests to future jobs contained in Florida VIEW.

In many schools, interest inventories or tests are given to some of the students. Perhaps your school has given such a test or has one available. If so, test results might be helpful to you in determining your interests and preferences. You may also wish to take the Florida VIEW Interest Survey.

The following is a list of preferences that can be applied to jobs. Check (✓) the ones you: Do Like, the ones you Do Not Like, and the ones about which you are Not Sure.

		DO LIKE	DO NOT LIKE	NOT SURE
1.	Do what you are told?	☐	☐	☐
2.	Make decisions about other people?	☐	☐	☐
3.	Do hard physical work?	☐	☐	☐
4.	Work with small objects?	☐	☐	☐
5.	Do the same thing over and over?	☐	☐	☐
6.	Think of new ways to do things?	☐	☐	☐
7.	Help people to help themselves?	☐	☐	☐
8.	Figure out how things work?	☐	☐	☐
9.	Work with machines?	☐	☐	☐
10.	Work outside in all kinds of weather?	☐	☐	☐
11.	Work with animals?	☐	☐	☐
12.	Plant and grow things?	☐	☐	☐
13.	Work inside all day?	☐	☐	☐
14.	Do different kinds of work each day?	☐	☐	☐
15.	Work alone?	☐	☐	☐
16.	Work with others?	☐	☐	☐
17.	Persuade or influence others?	☐	☐	☐
18.	Take a certain amount of risk?	☐	☐	☐
19.	Travel long distances?	☐	☐	☐
20.	Do arithmetic well?	☐	☐	☐
21.	Work with things, numbers or objects?	☐	☐	☐
22.	Deal with people as clients, customers, or associates in business situations?	☐	☐	☐
23.	Do detailed, organized work?	☐	☐	☐
24.	Work to gain the respect of others?	☐	☐	☐
25.	Study or communicate ideas?	☐	☐	☐
26.	Do scientific, technical or analytical work?	☐	☐	☐
27.	Do abstract or creative work?	☐	☐	☐
28.	See results quickly?	☐	☐	☐
29.	Follow a regular sequence of activities?	☐	☐	☐
30.	Speak in public or in front of groups?	☐	☐	☐

From the list above, select up to six (6) areas that you like to do now and that you would like to do as a regular part of a job and list them on your Self-Awareness Worksheet Step 1.

STEP 2: APTITUDES

An aptitude is what you can learn to do. Many jobs require you to have a specific skill. Some skills you may have acquired; others you may be able to learn.

The following list will help you in identifying some major skills that you have or could learn.

Recording this information on the summary sheet will assist you in your exploration. It will not give a complete and accurate picture of your skills, but it will provide you with information needed to begin your exploration.

The following is a list of skills that may be required for various jobs. Check the skills that you feel you are: Able To Do Now, Able To Learn, or Have No Desire To Learn.		ABLE TO DO NOW	ABLE TO LEARN	HAVE NO DESIRE TO LEARN
1.	Scheduling your time or activities ?	☐	☐	☐
2.	Following through on responsibilities and deadlines ?	☐	☐	☐
3.	Staying calm when others are angry or you are frustrated ?	☐	☐	☐
4.	Taking risks which could result in injury or loss of money ?	☐	☐	☐
5.	Checking numbers or written material for accuracy ?	☐	☐	☐
6.	Keeping track of money or facts ?	☐	☐	☐
7.	Placing items in the correct place or category ?	☐	☐	☐
8.	Using fingers to work with small objects ?	☐	☐	☐
9.	Taking things apart and putting them back together ?	☐	☐	☐
10.	Operating machines, electrical devices or other equipment ?	☐	☐	☐
11.	Using basic arithmetic?	☐	☐	☐
12.	Budgeting for financial needs ?	☐	☐	☐
13.	Reading books or reports to get information ?	☐	☐	☐
14.	Explaining things to people ?	☐	☐	☐
15.	Writing sentences and paragraphs ?	☐	☐	☐
16.	Drawing pictures of objects or people ?	☐	☐	☐
17.	Designing plans for a structure or product ?	☐	☐	☐
18.	Seeing slight differences in colors ?	☐	☐	☐
19.	Using past experience to evaluate things, people, or ideas ?	☐	☐	☐
20.	Planning things in a certain order or what time events will occur ?	☐	☐	☐
21.	Searching out and gathering information ?	☐	☐	☐
22.	Working with others in a team to solve a problem ?	☐	☐	☐
23.	Understanding of other people's problems ?	☐	☐	☐
24.	Treating someone to relieve physical or emotional problems ?	☐	☐	☐
25.	Talking people into doing what you want them to do ?	☐	☐	☐
26.	Getting up before a group to entertain or talk to them ?	☐	☐	☐

From the list above, select up to six (6) skills that you are able to do now or able to learn and that you would like to do as a regular part of a job and list them on your Self-Awareness Worksheet Step 2.

Many jobs require you to do certain physical activities. You may have the ability to do some or all of the activities listed below. Many of these activities will appear on the VIEW scripts you will be looking at later on in your exploration. **From the list below, determine which of the physical abilities you have.**

		I CAN DO WELL	I CAN NOT DO WELL
Lifting:	Can you raise or lower an object with ease from one level to another?	☐	☐
	Can you lift up to 10 lbs?	☐	☐
	Can you lift between 10-25 lbs?	☐	☐
	Can you lift between 25-50 lbs.	☐	☐
	Can you lift between 50-100 lbs?	☐	☐
	Can you lift more than 100 lbs?	☐	☐
Carrying:	Can you move objects from place to place either in your hands or on your shoulders?	☐	☐
Pushing/ Pulling:	Can you move objects by pushing or pulling them with your hands or feet?	☐	☐
Climbing/ Balancing:	Can you climb ladders or ropes to high places and keep your balance when walking on narrow or moving surfaces?	☐	☐
Stooping/ Kneeling/ Crouching/ Crawling:	Can you bend down to a crouched position and/or crawl about on your knees?	☐	☐
Sitting for long periods:	Can you sit in one basic position for several hours?	☐	☐
Standing for long periods:	Can you stand comfortably for several hours?	☐	☐
Reaching/ Handling/ Fingering/ Feeling:	Can you reach, stretch and work mainly with the arms, hands, and fingers?	☐	☐
Speaking:	Can you speak clearly and/or loudly so people can understand?	☐	☐
Hearing:	Can you hear normal sounds and tones easily or with the help of a hearing device?	☐	☐
Seeing:	Can you see clearly with or without corrected vision?	☐	☐
Walking:	Can you walk at a normal pace?	☐	☐
Running:	Can you run a moderate distance without feeling tired and out of breath?	☐	☐
Seeing differences between colors:	Can you see differences in colors and shades of the same color?	☐	☐

List up to six (6) physical abilities that you are capable of doing and would not mind doing as a regular part of your job and list them on your Self-Awareness Worksheet Step 3.

STEP 4: THINGS TO THINK ABOUT

On this page you will find a list of some things you may want to know and some different prospects and opportunities that you may need to think about when exploring the career of your choice. Some of these things may be very important to you, others may be things you really can't stand, and some you may have never even thought about at all.

For example, if the sight of blood upsets you or makes you faint, then some careers in medicine may not be for you. If you get sick when you travel, then occupations or jobs that require travel, like driving a truck, may not be right for you.

Decide from the following list those things that you might like and those things that you definitely would not like. Later you will find information about these things for some of the jobs and careers you will explore in Florida VIEW.

Read each item on the list and check whether you: Would Like It, Would Not Like It, or if you are Not Sure.	WOULD LIKE	NOT SURE	WOULD NOT LIKE
1. Doing the same thing over and over?	☐	☐	☐
2. Working long irregular hours: i.e., weekends, nights, holidays?	☐	☐	☐
3. Traveling away from home for long periods of time?	☐	☐	☐
4. Working alone or away from others?	☐	☐	☐
5. Doing work that requires the accurate use of numbers?	☐	☐	☐
6. Working in an awkward position?	☐	☐	☐
7. Doing activities that involve dealing with lots of people?	☐	☐	☐
8. Working in a small confined area?	☐	☐	☐
9. Working while standing for a long time?	☐	☐	☐
10. Working while walking for a long time?	☐	☐	☐
11. Working while sitting for a long period of time?	☐	☐	☐
12. Working inside all day every day?	☐	☐	☐
13. Working in a dangerous or risky situation?	☐	☐	☐
14. Belonging to a labor union?	☐	☐	☐
15. Climbing on a ladder or scaffold?	☐	☐	☐
16. Working in high places?	☐	☐	☐
17. Doing work that requires the lifting of heavy objects?	☐	☐	☐
18. Doing work that requires long education/ training preparation?	☐	☐	☐
19. Doing work that requires a great deal of patience?	☐	☐	☐
20. Working where there may be strong odors or fumes?	☐	☐	☐
21. Working where there is lots of machinery?	☐	☐	☐
22. Working with electricity?	☐	☐	☐
23. Working where there is lots of noise?	☐	☐	☐
24. Working where you get dirty or greasy?	☐	☐	☐
25. Working where there may be dust or pollen?	☐	☐	☐
26. Working with sick or injured people?	☐	☐	☐
27. Wearing a uniform?	☐	☐	☐
28. Doing work that requires a great deal of time driving a car or truck?	☐	☐	☐
29. Working only part of the year?	☐	☐	☐

From the list above decide for yourself two things about a job which you would like the most and two things that you would definitely not like and list them on your Self-Awareness Worksheet Step 4.

STEP 5: EARNINGS

In considering your future, it is very important that you examine the economics of careers. This step will focus on WAGES or how much you would expect to earn at a particular job.

There are many ways a person earns a wage. This often depends on the kind of job a person does. Earnings may be broken down into...

a. Hourly—you are paid a set amount of money for each hour worked.
b. Piece-rate—you are paid for each completed item or piece that you make on the job.
c. Salary—you are paid the same weekly, monthly, or yearly wage regardless of the number of hours that you work.
d. Commission—you are paid a percentage of the price of each product you sell.
e. Combination of Above—some businesses, companies, or industries use various combinations of these types of wages. For example, some salespeople are paid a salary plus a commission. A factory worker may be paid an hourly wage plus a piece-rate. You should be aware of these different types of wages as they may affect the amount of yearly income that you will earn.

Most of you now think of a wage in terms of how much a job pays by the hour, for example, $5.00 per hour. Although this may seem like enough money for you now, are you aware of how much $5.00 per hour means in terms of yearly income?

$5.00 per hour would be $200.00 each week or $10,000 annually.

These sums are figured for a forty (40) hour week, fifty (50) weeks per year, which most jobs require. Overtime (for more than forty (40) hours a week) would make your yearly-income higher of course. Do you think that $10,000 per year would be enough for you? There are ways that you can estimate (or make a guess) to see if it is.

To decide if this amount of money is enough, you should consider such things as:
Rent/House Expenses
Food
Car Payments
Insurance
Taxes (Federal, State and Local)
Clothing
Entertainment
Savings
There are other things that you will some day need to consider, but for now consider only the above list.

Next, ask yourself these questions:

- Do you plan to get married and raise a family in the near future? (Obviously, this will increase the amount of money you will need to spend.)
- Do you plan to rent or buy a home?
- Do you want a new or used car?
- What do you do for entertainment? (Do you like movies, skiing, bowling, camping, etc? The more leisure time activities you have, the greater the amount of income you'll spend.)
- Do you want some money in savings to use for an emergency or special occasion?

Do you still think that $10,000 per year would be enough for you? Could you get by on less or will it take more? Keep the above questions in mind and let's look at some other wages.

Turn to page 18 for a listing of different wages.

CAREER FIELD LISTINGS

Administration, Management and Business (AMB)

Accountant, Public
Airport Manager
Construction Inspector
Driver's License Examiner
Fashion Coordinator
Funeral Director
Hospital Administrator
Manager, Fast Food Services
Manager, Hotel/Motel
Principal
Recreation Supervisor
Safety Inspector

Engineers, Surveyors and Architects (ESA)

Aeronautical Engineer
Agricultural Engineer
Architect
Chemical Engineer
Civil Engineer
Electrical Engineer
Industrial Engineer
Land Surveyor
Landscape Architect
Marine Engineer
Mechanical Engineer
Nuclear Engineer

Natural Scientists and Mathematicians (NSM)

Actuary
Animal Scientist
Astronomer
Biologist
Chemist
Financial Analyst
Food Technologist
Geologist
Mathematician
Meteorologist
Mineralogist
Systems Analyst, Electronic Data Processor

Social Scientists, Lawyers, Judges, Religious Workers (SLR)

Archeologist
Caseworker, Child Welfare
Clergy Member
Economist
Judge
Lawyer
Market Research Analyst
Political Scientist
Probation Officer
Psychiatrist
Psychologist, Clinical
Sociologist

Teachers, Librarians and Counselors (TLC)

Counselor
Custom Service Representative/Instructor
Faculty Member, College or University
Home Economist
Instructor, Dance
Librarian
Teacher, Elementary School
Teacher, English
Teacher, Exceptional Students
Teacher, Music
Teacher, Physical Education
Vocational Rehabilitation Counselor

Health Diagnosing and Treating Professionals (HDT)

Anesthesiologist
Cardiologist
Chiropractor
Dentist
Dermatologist
General Practitioner
Optometrist
Orthodontist
Pediatrician
Radiologist
Surgeon
Veterinarian

Registered Nurses, Pharmacists, Dieticians and Therapists (NPD)

Art Therapist
Audiologist
Dietetic Technician
Midwife
Music Therapist
Nurse, General Duty
Occupational Therapist
Pharmacist
Physical Therapist
Recreational Therapist
Respiratory Therapist
Speech Pathologist

Writers, Artists, Entertainers and Athletes (WAE)

Actor/Actress
Announcer, Radio and Television
Choreographer
Dancer
Director, Music
Disc Jockey
Editor, Newspaper
Floral Designer
Head Coach
Interior Designer
Public Relations Representative
Writer, Prose, Fiction and Non-Fiction

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Health Technologists and Technicians (HTT)

Chemistry Technologist
Dental Hygienist
Dialysis Technician
Electrocardiograph Technician
Emergency Medical Technician
Medical Laboratory Technician
Medical Technologist
Nurse, Licensed Practical
Prosthetist
Radiologic Technologist
Surgical Technician
Ultrasound Technologist

Technologists and Technicians (Except Health) (TTE)

Air Traffic Control Specialist, Station
Drafter, computer Assisted
Electrical Technician
Embalmer
Laser Technician
Light Technician
Paralegal Assistant
Polygraph Examiner
Programmer, Business
Recording Engineer
Software Technician
Special Effects Specialist

Marketing and Sales Occupations (MAS)

Appraiser, Real Estate
Cashier
Impersonator, Character
Model
Optician, Dispensing
Sales Agent, Insurance
Salesperson, Automobiles
Sales Representative, Chemical and Drugs
Sales Rep., Motor Vehicles & Supplies
Securities Trader
Service Establishment Attendant
Travel Agent

Clerical (CLE)

Bookkeeper
Claim Adjuster
Computer Operator
Dispatcher, Motor Vehicles
Hotel Clerk
Mail Carrier
Medical Secretary
Police Aide
Receptionist
Secretary
Stenographer
Teller

Service Occupations (SRV)

Airplane Flight Attendant
Barber
Bartender
Cook, Short Order
Cosmetologist
Cruise Director
Exterminator
FBI Special Agent
Fire Fighter
Investigator, Narcotics
Meat Cutter
State Highway Police Officer

Agriculture, Forestry, Fishers & Hunters (AFH)

Animal Keeper, Head
Beekeeper
Dog Groomer
Farmer, General
Farmworker, Fruit
Greenskeeper
Horse Trainer
Horticultural Specialty Grower, Field
Irrigator, Sprinkling System
Landscape Gardener
Logger, All-Around
Sorter, Agricultural Produce

Mechanics and Repairers (MCR)

Air-Conditioning Mechanic
Appliance Repairer
Automobile Mechanic
Diesel Mechanic
Dock Hand
Elevator Mechanic
Environmental Control System Installer
Gunsmith
Locksmith
Piano Tuner
Small Engine Mechanic
Swimming Pool Servicer

Construction, Mining and Drilling (CMD)

Bricklayer
Carpenter
Carpet Layer
Cement Mason/Finisher
Dry Wall Finisher/Taper
Lawn Sprinkler Installer
Line Repairer, Electrical Power
Painter, Construction
Pipefitter
Plumber
Roofer
Television Cable Installer

Production Workers and Machine Operators (PWM)

Automobile Upholsterer
Baker
Butcher
Cabinetmaker
Dry Cleaner
Fruit Buying Grader
Jeweler
Machinist, General
Painter, Spray
Power Plant Operator
Quality Control Inspector
Welder, Combination

Transportation and Material Moving Occupations (TMM)

Airplane Pilot, Agricultural
Bulldozer Operator
Bus Driver
Captain, Fishing Vessel
Chauffeur
Driver, Sales Route
Furniture Mover/Driver
Helicopter Pilot
Stevedore
Taxi Driver
Tractor Crane Operator
Truck Driver, Heavy

Material Handlers and Equipment Cleaners (MHE)

Automobile Service Station Attendant
Baker's Helper
Construction Worker
Electrician's Helper
Garbage Collector
Laborer, Store
Lumber Handler
Material Handler, General
Packager, Hand
Parking Lot Attendant
Sandblaster
Surveyor Helper

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On this page, you will find a breakdown of different yearly incomes. Make a choice of one that you think would meet your needs. This will be a difficult decision for you, but remember we are just guessing and this guess will help you later in your exploration.

Put a check (✓) next to the amount of money that you would need to earn on a job.

☐ **For a 40-hour week I would need to earn between...**
$3.50/hr.-$5.00/hr.
which is the same as
$140.00/wk.-$200.00/wk.
which is the same as
$7,000.00/yr.-$10,000/yr.

☐ **For a 40-hour week I would need to earn between...**
$5.00/hr.-$7.50/hr.
which is the same as
$200.00/wk.-$300.00/wk.
which is the same as
$10,000/yr.-$15,000/yr.

☐ **For a 40-hour week I would need to earn between...**
$7.50/hr.-$10.00/hr.
which is the same as
$300.00/wk.-$400.00/wk.
which is the same as
$15,000/yr.-$20,000/yr.

☐ **For a 40-hour week I would need to earn between...**
$10.00/hr.-$12.50/hr.
which is the same as
$400.00/wk.-$500.00/wk.
which is the same as
$20,000/yr.-$25,000/yr.

☐ **For a 40-hour week I would need to earn between...**
$12.50/hr.-$25.00/hr.
which is the same as
$500.00/wk.-$1,000.00/wk.
which is the same as
$25,000/yr.-$50,000/yr.

☐ **I would need to earn...More than $50,000/yr.**

From the list above select the salary range you feel you would need to earn and record your answer on the Self-Awareness Worksheet Step 5.

Part 1 - The Subjects I Like

In this part look at the school subjects and think about the ones you like instead of the ones in which you do well. (You may find that many of the school subjects you like are also the ones in which you do well.) Write in the three you like the most.

	LIKE	DISLIKE
Agriculture	☐	☐
Art/Music	☐	☐
Business and Distributive Education	☐	☐
English	☐	☐
Language Arts (Speech and Drama)	☐	☐
Foreign Language	☐	☐
Home Economics	☐	☐
Industrial Arts	☐	☐
Math	☐	☐
Physical Education and Health	☐	☐
Science	☐	☐
Social Studies	☐	☐

The 3 Subjects I Like The Most:

1. _____
2. _____
3. _____

Part 2 - The Subjects I Do Well In

In this part think about how well you do compared to the other students in your class. If you think you do better than most of the students in your class on a subject, put an "X" under the category ABOVE AVERAGE. If you think you do about as well as most of your classmates in a subject put an "X" under the category AVERAGE. If you think you are not as good as most students in a subject, then put an "X" under the category BELOW AVERAGE. Write in the three you do best.

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Agriculture	☐	☐	☐
Art/Music	☐	☐	☐
Business and Distributive Education	☐	☐	☐
English	☐	☐	☐
Language Arts (Speech and Drama)	☐	☐	☐
Foreign Language	☐	☐	☐
Home Economics	☐	☐	☐
Industrial Arts	☐	☐	☐
Math	☐	☐	☐
Physical Education and Health	☐	☐	☐
Science	☐	☐	☐
Social Studies	☐	☐	☐

The 3 Subjects I Do Best In Are:

1. _____
2. _____
3. _____

Compare your answers for Part 1 and Part 2 and select the two subject areas that you both like and do well in. Record you answers on the Self-Awareness Worksheet Step 6.

STEP 7: EDUCATION

This step is designed to help you determine just how much education you are willing to get in order to enter an occupation.

Later in the CAREERBOOK you will have a chance to compare how much education you would be willing to get with how much education is required by the jobs/ occupations you explore.

Please check (✓) all the answers which best describe the level of education or training you would be willing to complete.

	WILLING TO COMPLETE	
	YES	NO
• Finish 10th grade with no additional training	☐	☐
• Receive a high school diploma.	☐	☐
• Graduation from high school plus completion of an organized apprenticeship program ranging from 1-4 years, combining work experience with classroom work.	☐	☐
• Graduation from a program at a community/junior college or a business or technical school with one or two years of training.	☐	☐
• Graduation from a four-year college.	☐	☐
• An advanced graduate degree.	☐	☐

From the list above, choose the amount of education you would be willing to complete and record your answer on the Self-Awareness Worksheet Step 7.

STEP 8: TRAINING

Many of the jobs that you will be looking at in Florida VIEW require training beyond high school. This means that you will have to attend some type of postsecondary school. It might be an area vocational-technical center, a community college, university, private trade school or a private college. If the job you're looking at does require additional training, are you willing to get that training? If your answer is "yes", you need to decide which school you want to attend.

One of the most important things to consider when choosing a postsecondary school is whether or not the school(s) you might like to attend offers training for the job or career path you've chosen.

There may be private schools in your area that you are familiar with and had considered enrolling in after high school, or you might have a favorite community college or university you want to attend. In any case, you have to find out if they offer the kind of postsecondary training you will need if the job requires it.

Select up to 6 schools you would be willing to attend and list them on the Self-Awareness Worksheet Step 8. Keep in mind that Florida VIEW has information on over 600 public and private postsecondary schools in Florida.

This section is designed to help you choose a few occupations to research and compare with the information on your "Self-Awareness Worksheet."

STEP 1: If you're not sure what type of career you might be interested in, the VIEW Interest Survey can help. This quick and easy-to-use survey will give you a score for each of the 19 VIEW Career Fields based on how much you enjoy certain activities. Your top three or four scores may represent excellent career fields to explore further. Ask your guidance counselor or occupational specialist for the VIEW Interest Survey. If you haven't taken the survey, you can choose your career fields from the list on pages 14 and 15. List your career fields below.

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

STEP 2: Turn back to pages 14 and 15 and take another look at all the Career Fields. Under each one is a list of the kind of jobs you would find in those fields. Choose at least three occupations from those lists that interest you and write them below.

1. _____ _____
2. _____
3. _____
4. _____
5. _____

STEP 3: Congratulations, the hard part is over. Now all you have to do is a little research, but that's the easy part because Section 4 will tell you exactly where to find all the information you need. Now you have an opportunity to learn about the occupations you chose and then compare them to what you said was important on your "Self-Awareness Worksheet." When you are finished you should have a good idea if the occupations you selected are worth looking into further.

STEP 1

Write the name and VIEW number of one occupation on each of the Career Awareness Worksheets. Use your list of occupations on page 21. Fill out one worksheet at a time as you look through the corresponding VIEW scripts. Every VIEW script is divided into several sections to make it easy to find the information you need for each topic. Look directly across from your lists to determine which section of VIEW to use.

STEP 2

Do the two pages match? This section will let you take your interests, your goals and your skills and compare them to what you have learned about several different careers. You can rate the eight things you said you wanted from a career and see how they match up with the eight things required by your career selections.

On page 23 you will find a sample of the Career Awareness Worksheet that you will be completing. Look at this sample to help you fill out your own sheet. If you have not been given any worksheets ask your guidance counselor or occupational specialist for them now.

THE CAREERBOOK
CAREER AWARENESS WORKSHEET

Occupation Title Teacher, Exceptional Students
VIEW # 572

Name Jonathon Q. Student
Date Oct. 25, 1988

Aspects of This Occupation You Should Explore	Where To Find The Information In VIEW	Information About This Occupation	How The Two Pages Match (Yes - 2, Some - 1, No - 0)
1. PERSONAL INTERESTS Things that people in this occupation should like to do	• Job Duties • Job Characteristics • Things To Think About • Where You Will Work	1. Plan lessons 2. Develop materials 3. Help people 4. Do creative work 5. Give directions 6. Work on a team	1
2. APTITUDES Skills and abilities that people in this occupation must have	• Job Duties • Job Characteristics • Things To Think About • Where You Will Work	1. Talk easily with people 2. Do math problems 3. Write reports 4. Understand instructions 5. 6.	1
3. PHYSICAL ABILITIES Physical activities needed to perform this work	• Matching This Job To You	1. Speak clearly 2. Reach and stretch 3. Sit or stand a long time 4. Lift objects correctly 5. 6.	2
4. THINGS TO THINK ABOUT The advantages and disadvantages of doing this type of work	• Matching This Job To You	Things about this job I would like 1. It is very rewarding 2. Receive personal satisfaction Things about this job I would not like 1. Open for criticism 2. May not see results	1
5. EARNINGS The amount of money you can expect as a starting salary	• Economic Returns	EARNINGS $11.50 per hour OR $460 per week OR $1916 per month	1
6. PREPARATION High school subjects that may be helpful or required	• Preparation and Training	School subjects required for this job 1. Psychology 2.	0
7. EDUCATION Required education for this type of work	• Preparation and Training	HIGH SCHOOL ☐ 10th grade ☐ 11th grade ☐ 12th grade COLLEGE OR TECHNICAL TRAINING ☐ 1 yr. ☐ 2 yrs. ☐ 3 yrs. ☒ 4 or more	2
8. TRAINING Schools in Florida where training is available	• Florida Training Sites	Florida schools offering training for this occupation 1. Florida State University 2. University of Central FL 3. Barry University 4. Bethune-Cookman 5. Florida Southern 6. University of Miami	2
			TOTAL 10

Do the two pages match?

Compare this Career Awareness Worksheet with your Self-Awareness sheet. If the characteristics of this job match up well with what you said is important to you, place a "2" in the scoring column. If some of the characteristics match, place a "1" in the column. If none of the characteristics match then give that occupation a "0" in the scoring column.

Now total your score and use the key to determine how well this occupation matches what you said you wanted in a job.

Scoring Key

12-16 Excellent Match
6-11 Good Match
0-5 Poor Match

PART A: IDENTIFYING SOME POSSIBILITIES

Name_____ Date_____

Grade_____ Counselor/Instructor_____

1. Occupations I Explored	Matching Score	Career Field
1.		
2.		
3.		
4.		
5.		

2. Other Occupations I May Be Interested In	VIEW #	Career Field
1.		
2.		
3.		
4.		

3. Based on the research I've done, these are the two occupations I would like most to learn more about:

Occupation #1 _____

Why I am interested in this occupation: _____

_____

_____

Occupation #2 _____

Why I am interested in this occupation: _____

_____

_____

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PART B: GETTING THE MOST OUT OF SCHOOL

At the end of each school year, beginning in the eighth grade, you will have to plan your courses for the following school year. What information do you use to make these important decisions? Try using what you have learned about yourself and several occupations from completing this career book. Use the space below to jot down some ideas that will help you make these decisions later.

1. Based on what I now know, this is a list of courses that would be helpful to me in high school. (For more specific information on suggested courses, look at the PREPARATION AND TRAINING section, which is in every VIEW script.)

8th grade

_____ _____

_____ _____

_____ _____

9th grade

_____ _____

_____ _____

_____ _____

10th grade

_____ _____

_____ _____

_____ _____

11th grade

_____ _____

_____ _____

_____ _____

12th grade

_____ _____

_____ _____

_____ _____

PART C: TAKING ANOTHER LOOK

At the beginning of the CAREERBOOK you were asked some pretty serious questions about yourself and your life. Now that you have completed the exercises, try the questions again — you may be surprised at how much better you know yourself!

1. What are you going to do with your life? _____
2. Who are you? _____
3. What do you know about yourself? _____
4. What do you know about different jobs? _____
5. Which job may be best for you? _____

PART D: USING ALL MY RESOURCES

Now that you have some idea of what opportunities are available to you, you probably also realize that your search has just begun. You should take advantage of all the resources that are available to you, either at home, at school or in your community. The following is a list of good ideas of where to continue your search.

1. YOUR GUIDANCE COUNSELOR/OCCUPATIONAL SPECIALIST can guide you toward very helpful information.
2. YOUR PARENTS or guardians may have access to information or can tell you of their own experiences.
3. FLORIDA VIEW is an information resource with all the specifics you will need on 630 occupations, 600 Florida schools and 2500 sources of financial aid. Ask your counselor if it is available in your school.
4. CHOICES/CHOICES Jr is a computer program that will help you decide which careers or career fields may be the best for you. It also contains specific information on careers, Florida schools and financial aid. Ask your counselor if it is available in your school.
5. FAMILY AND FRIENDS can give you information on their jobs which may be very helpful.
6. MILITARY recruiting offices can provide you information on service in the armed forces.
7. LIBRARIES contain hundreds of informational books on different careers.
8. JOB SHADOWING allows you to follow a professional during a workday to get a real feel for what their job is like. Ask your counselor if it is available in your school.

SELF-AWARENESS WORKSHEET

NAME_____
DATE_____

1. PERSONAL INTERESTS

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

2. APTITUDES

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

3. PHYSICAL ABILITIES

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

4. THINGS TO THINK ABOUT

Things about a job I would like

1. _____
2. _____

Things about a job I would not like

1. _____
2. _____

5. EARNINGS

EARNINGS

_____per hour OR_____per week OR_____per year

6. PREPARATION

School subjects I like and do well in

1. _____ 2. _____

7. EDUCATION

HIGH SCHOOL

☐ 10th grade
☐ 11th grade
☐ 12th grade

COLLEGE OR TECHNICAL TRAINING

☐ 1 yr. ☐ 2 yrs.
☐ 3 yrs. ☐ 4 or more

8. TRAINING

Florida schools in which I am interested

1. _____ 3. _____
2. _____ 4. _____

Carefully tear out this page and use it to record your answers from the activities in Section 2. You will then compare these answers to your Career Awareness Worksheets and decide if those occupations are worth looking into further. Good Luck!

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